

## Programme Assistant

<b>JOB TITLE:</b>	Programme Assistant
<b>REPORTS TO:</b>	Global Coordinator, WACDEP
<b>TEAM MEMBERS:</b>	Network Operations
<b>SALARY CATEGORY:</b>	A. Assistants
<b>LOCATION:</b>	GWP Secretariat in Stockholm
<b>DURATION:</b>	2 year contract – fixed term

### SCOPE OF THIS POSITION:

The Programme Assistant will work in the Network Operations Unit supporting the Network Officer and Senior Network Officers in the development of advocacy and programmes within water resources management. The position will also assist with administration related to the programme work of the Network Operations Unit.

Initially, the main focus of this position will be to support GWP in responding to the climate change challenge through the Global Water, Climate and Development (WACDEP) Programme that includes a portfolio of projects that aim to build climate resilience through better water management. WACDEP aims to integrate water security and climate resilience in development planning processes, build climate resilience and support countries to adapt to a new climate regime through increased investments in water security.

The position will report to the Global WACDEP Coordinator and provide support to GWP Network Officers for GWP regions outside Africa in the coordination and monitoring of the development and implementation of WACDEP.

### DUTIES AND TASKS

Specific duties and tasks include:

- Assist in tracking the global climate processes related to adaptation and water management
- Assist the Network Officers in reconciliation of regional implementation, delivery of activities and budgets against work plans and budget forecasts
- Working closely with Network Officers, follow up on requests for GWPO support to the RWPs to prepare programme proposals
- Support the planning and organization of GWPO quarterly review meetings on programme development
- Assist in the synthesise of lessons and outcomes of programme implementation and feed into GWP knowledge systems, GWP websites, GWP Tool Box and others
- Preparing, organising, administrating, and filing of key documents, decisions, contracts related to the GWP programmes
- Work with the GWPO Communication Unit to develop communication materials
- Maintain articles and the update the website to ensure visibility of GWP programmes

- Review and assess regional progress reports, compile assessments and reports from regions
- Coordination and support of experts and consultants commissioned by GWPO to provide services; including administering the contractual relationship between GWPO and service providers
- Work closely with the Network Operations Unit as a member and contribute to dynamic team working spirit and environment
- Any other duties as assigned to enhance the assigned thematic area and programme implementation

#### **EXPERIENCE AND QUALIFICATIONS**

- Minimum 3 years' experience in project management of development cooperation programmes, knowledge of climate change adaptation
- Relevant university degree(s) in science or political sciences.
- Excellent written and oral communication skills. Fluency in English is a requirement, other languages an advantage.
- Ability to coordinate and manage multiple tasks with excellent project management skills.
- Service-oriented work style, with excellent interpersonal skills, able to work effectively and harmoniously at all levels.
- Experience in a multicultural environment.
- Proven ability to work as part of a team.
- Computer skills, including internet navigation, experience with the Microsoft Suite of programs, and an ability to acquire web editing skills, use of spread sheets

**The closing date for applications is 30 March 2014.** Please email your CV and a cover letter to [vacancy@gwp.org](mailto:vacancy@gwp.org).

Please note that due to limited resources, we will only respond to candidates who will be called for interviews. If you have not received a response within two months of the deadline, you can assume you have not proceeded further in the selection process.

GWPO retains the right to change the salary category of the position in light of the chosen candidate's background, experience and fit for the organisation.